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Administrative
Classification

28

REPORTS INVENTORY PREPARE IN DUPLICATE					CONTROL NO. (RAD-4)
1. TITLE OF REPORT (If a fill-in report include Form No.) Minutes of CIA Retirement Board Meetings				2. TYPE OF REPORT	STATISTICAL X NARRATIVE MACHINE-NAME LISTING
3. FUNCTIONAL AREA	X PERSONNEL	TRAINING	ADMIN. GENERAL		
	LOGISTICS	SECURITY	OTHER (specify)		
	MEDICAL	FINANCE			
4. NO. OF COPIES PREPARED 15	5. FREQUENCY (weekly, monthly, quarterly, etc.) Bi-Weekly		6. DISTRIBUTION (No. of components not number of copies) 9		
7. FORMAT (memorandum, form computer print-out, etc) Memorandum	8. ADP PROCESSING YES X NO	IF YES GIVE ADP PROCESSING NO.	9. DIRECTIVE AUTHORITY REQUIRING REPORT Inconsonance with Headquarters Regulations.		
10. PREPARING COMPONENT (include lowest level contributing information to report) RAD/ROB			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None		

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
1 @ 13	8.86		7		62.02				
1 @ 4	3.10		3		9.30				
					$ 71.32		26		$1,854.32

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Provides basis for notifying Career Service Heads, and members of their services,